



PROCEDURE FOR SUBMITTING A PARCEL MAP

The following is a guide for the preparation of a parcel map, as well as the procedure for submitting the map. This document does not constitute the minimum nor maximum requirements; it is only a guide. It is strongly recommended that the applicant meet with the Planning and Building Department personnel to discuss their proposal prior to proceeding with the preparation of the map.

What Is A Parcel Map?

In simple terms, when completed, a parcel map is a legal document for the division of a single parcel of land into four or fewer residential parcels (number differs for commercial) as prescribed per the Subdivision Map Act and the Alameda Municipal Code. The requirements and procedures for a parcel map are further defined in Article VI of the Alameda Municipal Code and the State Subdivision Map Act.

What Is the Procedure for Submitting a Parcel Map for Approval?

Meet with the Planning and Building Department to discuss the proposed subdivision.

After conferring with Planning staff, the procedure for submitting a parcel map is as follows:

- a. Submit to the Planning and Building Department a minimum of four copies each of the following:
 1. The proposed tentative parcel map.
 2. Deed descriptions of the existing parcel and adjacent parcels.
 3. Title Report(s) no older than six months.
 4. Lot closure calculations.
 5. Depending on the specific project additional information may be required (i.e. environmental and site assessment reports, traffic studies, geotechnical reports, etc.)
 6. Copies of Planning Board Resolutions and Developer's Agreements as applicable.
- b. A deposit (payable to the City of Alameda) of \$4,000. The City of Alameda will charge for review on a time and material basis. See attached supplement for additional charges once the tentative parcel map has been approved by City Council.
- c. The tentative parcel map will then be routed to various City departments for review.

What Are the Requirements for Preparation of a Parcel Map?

The map must be prepared and stamped by a professional engineer having the appropriate license or a licensed land surveyor.

The map shall be drawn by a process guaranteeing a permanent record and shall meet the following requirements: (Use accompanying boxes as a checklist)

<p style="text-align: center;">CITY OF ALAMEDA PUBLIC WORKS DEPARTMENT PARCEL MAP CHECKLIST Rev: June 3, 2003</p>

- ☐ 1. Map prepared by a registered Civil Engineer or licensed Land Surveyor.
- ☐ 2. Map legibly drawn, printed or reproduced by a process guaranteeing a permanent record in black on tracing cloth or synthetic or polyester base film.
- ☐ 3. Sheet size 18" x 26".
- ☐ 4. Margin line drawn completely around each sheet leaving an entirely blank margin of one inch.
- ☐ 5. Scale of the map shall be such that all details clearly shown and enough sheets used to accomplish this end.
- ☐ 6. Engineering scale used.
- ☐ 7. The map shall have a title block (See Appendix A) in the lower right-hand corner indicating:
 - ☐ a. Parcel Map number;
 - ☐ b. Title (defining location of parcel);
 - ☐ c. Subdivider;
 - ☐ d. Engineer;
 - ☐ e. Date;
 - ☐ f. Scale;
 - ☐ g. Sheet number and total number of sheets comprising the map;

SHEET 1

Six statements/certificates shall appear on the map as follows:

- ☐ 8. Owner's Statement - (See Appendix B sample)

- ☐ 9. The Owner's Statement shall be in conformance with the format specified by the County. Names and deed recording data of record owners shown;
- ☐ 10. Owner's Statement and its approved signature format signed and notarized before the Parcel Map is filed with the Secretary of the Planning Board.

Note: The notary acknowledgment need not have the official seal, although preferred, so long as the name of the notary, the county of the notary's principle place of business, and the notary's commission expiration date are typed or printed below or immediately adjacent to the notary's signature in the acknowledgment.

- ☐ 11. Surveyor's/ Engineer's Statement - (See Appendix B)
- ☐ 12. Note: The Surveyor's/Engineer's Statement shall be signed before the Parcel Map is filed with the Secretary of the Planning Board.
- ☐ 13. City Engineer's Statement - (See Appendix B)
- ☐ 14. Certificate of City Surveyor - (See Appendix B)
- ☐ 15. County Recorder's Statement - (See Appendix B)
- ☐ 16. Certificate of the Clerk of the Board of Supervisors - (See Appendix B)
- ☐ 17. The City Clerk's Statement shall be added to the parcel map when easements or dedications are being offered to the City. (See Appendix B)
- ☐ 18. As warranted by the Planning Board Resolution, requirements for construction of offsite and onsite improvements shall be noticed by a statement on the parcel map, or by a separate instrument and shall be recorded on, concurrently with, or prior to the parcel map being filed for record in accordance with the provisions of Section 66411.1 of the Subdivision Map Act. Refer to Page 5, Additional Parcel Map Sheet or Separate Improvement Plan Sheets, of this handout for additional information.

SHEET 2

Note: Sheet 1 and Sheet 2 may fit on one sheet depending upon the complexity of the parcel division.

- ☐ 19. North arrow oriented to point to the top or to the right of the plan
- ☐ 20. Legend, which assigns meaning to the symbols and abbreviations

- ☐ 21. Exterior boundary of the land to be divided designated by a border having the following symbol: _____ - - - - _____
- ☐ 22. New parcel lines shown in solid bold line
- ☐ 23. Existing interior parcel lines shown in solid finer line
- ☐ 24. Important survey lines in the areas shown. Other survey information and/or the setting of property corners in the field may be required by the City Engineer
- ☐ 25. Adjoining properties identified by lot, block and tract designation
- ☐ 26. Adjoining properties identified by assessor parcel number(s)
- ☐ 27. Name of the adjoining property owner(s)
- ☐ 28. Lot layout, dimensions and areas (square footage and acres) of each lot
- ☐ 29. Parcels or lots numbered or lettered
- ☐ 30. Block(s) numbered or lettered
- ☐ 31. Existing and proposed lot address number(s). Note: *Proposed addresses may be obtained from the Central Permit's Office.*
- ☐ 32. Basis of bearings
- ☐ 33. Wherever grid lines are readily available, the bearings and distances shown on the map shall be based on the California Coordinate System. If possible, grid coordinates shall be shown for at least one point on the survey.
- ☐ 34. If the grid system is used, the map shall so note and shall show the grid correction factor and angular rotation.
- ☐ 35. When it is not feasible to provide grid ties, the property shall be tied to the intersection of the property lines of two adjacent streets.
- ☐ 36. Monuments, hubs, and crosses identified and shown as new or existing
- ☐ 37. Face of curb to property line dimensions shown
- ☐ 38. Existing street name(s) shown
- ☐ 39. Proposed street name(s) or otherwise designated. Note: *New street names will need*

approval from the Planning Department.

- ☐ 40. Widths of all existing streets and all proposed streets within the property
- ☐ 41. Widths of all existing streets adjacent to the property
- ☐ 42. Widths and locations of all sidewalks within the property
- ☐ 43. Widths and locations of all sidewalks adjacent to the property
- ☐ 44. Widths and locations of all railways within and adjacent to the property
- ☐ 45. Existing easements that are to remain in effect after the subdivision adequately delineated on the map by showing dimensions, locations, purposes, and recording data. *Note: The filing of the map without showing existing public easements will constitute abandonment of those existing easements provided that a written notation of each abandonment is listed by reference to the recording data in the City Clerk's statement.*
- ☐ 46. Proposed easements shown on the map by dimensions, locations and purposes
- ☐ 47. Proposed public easements, private easements, and Owner's declaration included in the Owner's Statement.

Exceptions

- ☐ 48. Exception to the Subdivision Ordinance which the subdivider is requesting listed separately from the map.

Additional Parcel Map Sheet or Separate Improvement Plan Sheets

A Parcel Map may require offsite and onsite improvements, street construction, improving or widening, or requiring any other "subdivision" improvements as outlined in Section 30-85-1 of the Development Regulations of the Alameda Municipal Code and per conditions of approval of the City Planning Board. Also, the Planning Board may approve the map with the stipulation that the following conditions be met prior to submission of the map to the City Council for its approval.

Either:

- All street and other "subdivision" improvements be constructed: or
- The subdivider executes an agreement and files a bond with the City of Alameda, in accordance with Section 30-85-3 of the Development Regulations of the Alameda Municipal

Code, guaranteeing that all street and other “subdivision” improvements be constructed.

In either case above, the City Engineer will require that details of all or part of the improvement work be shown on the Parcel Map, or other approved plans, and that specifications for all or part of the work be submitted and approved.

In either case above, the subdivider shall pay the City of Alameda for all office and field costs arising from the checking of the improvement plans and specifications and for all construction inspection costs.

If the subdivider elects to execute an agreement and file a bond, the amount of the bond shall equal the estimated cost of construction of the improvements plus the estimated engineering, inspection and other costs to the City. Such estimate to be prepared by the subdivider’s engineer and checked and approved by the City Engineer.

Items 49-60 may be required in the form of separate improvement plan documents or an additional map sheet to be recorded simultaneously with the Parcel Map. The additional map sheet shall contain a statement that the additional information is for informational purposes, describing the conditions as of the date of filing, and is not intended to affect record title interest, in accordance with the provisions of Section 66434.2 of the Subdivision Map Act. [Sample of informational statement: THE TOPOGRAPHY DATA REFLECTED ON THIS SHEET IS FOR INFORMATIONAL PURPOSES ONLY, DESCRIBING THE CONDITIONS AT THE TIME OF THE FILING OF THE MAP AND IS NEITHER INTENDED NOR TO BE CONSTRUED AS AFFECTING RECORDED TITLE INTEREST.]

- ☐ 49. Sufficient grades and/or contours (existing and proposed) shown to define lot drainage. *Note: Drainage across property lines onto private property is not permitted.*
- ☐ 50. Where existing street improvements are to be altered and/or where new street improvements are to be constructed, complete details of the work shall be shown
- ☐ 51. Proposed driveway locations shown
- ☐ 52. Location and sizes of all existing sanitary sewers (mains and laterals) within or adjacent to the property shown
- ☐ 53. Location and sizes of all existing storm drains within or adjacent to the property shown
- ☐ 54. Location and sizes of all existing drainage culverts and drainage structures within or adjacent to the property shown
- ☐ 55. Where new storm drain or sanitary sewer work is necessary, such as house laterals or

main extensions, the necessary construction details shall be shown.

- ☐ 56. Locations of all water, telephone, gas, electrical lines, meter boxes, junctions boxes, fire hydrants, street lights and any other utilities existing or proposed within or adjacent to the property shown. Note: *All utilities are to be placed underground unless an exception is requested and granted.*
- ☐ 57. Existing structures on the land to be divided shown
- ☐ 58. Distances between building lines and property lines shown. Note: *Building to property line distances are not required for buildings which will be removed; however, these buildings shall be shown on the Parcel map.*
- ☐ 59. Structure(s) on adjacent property which is within five (5) feet of the property being divided shall be identified and its building line shown and tied to the property line.
- ☐ 60. Other improvement plan details per conditions of approval of the Parcel Map and Public Works Department design criteria and improvement standards for Subdivisions.

APPENDIX A

PARCEL MAP TITLE BLOCK SAMPLES

SAMPLE A:

PARCEL MAP 0000
A DIVISION OF LOT 0, BLOCK 00, TRACT 0000 ALAMEDA, CALIFORNIA
FOR: (name of subdivider)
BY: (name & no. of R.C.E. or L.S.)
DATE: _____ SCALE: _____ SHEET ____ OF _____

SAMPLE B:

PARCEL MAP 0000
A DIVISION OF THE PROPERTY AT THE

NORTHWEST CORNER OF OAK STREET AND SANTA CLARA AVENUE ALAMEDA, CALIFORNIA
FOR:
BY:
DATE: _____ SCALE: _____ SHEET ____ OF

SAMPLE C:

PARCEL MAP 0000
A DIVISION OF THE PROPERTY AT 2263 SANTA CLARA AVENUE ALAMEDA, CALIFORNIA
BY:
DATE: _____ SCALE: _____ SHEET ____ OF

APPENDIX B

STATEMENTS AND CERTIFICATES

SAMPLE OWNER'S STATEMENT

OWNER'S STATEMENT

THE UNDERSIGNED DO HEREBY STATE THAT THEY ARE THE OWNER (S) OF THE LAND DELINEATED AND EMBRACED WITHIN THE EXTERIOR BOUNDARY LINES ON THE HEREIN EMBODIED MAP ENTITLED "PARCEL MAP #, ALAMEDA, CALIFORNIA", THAT SAID OWNER (S) ACQUIRED TITLE TO SAID LAND BY VIRTUE OF THE DEEDS RECORDED IN REEL#, IMAGE#, SERIES#, RECORDS OF ALAMEDA COUNTY, CALIFORNIA, AND THAT THEY CONSENT TO THE PREPARATION AND FILING OF THIS MAP.

AND THE UNDERSIGNED DO HEREBY DEDICATE TO THE PUBLIC, EASEMENTS FOR PUBLIC UTILITIES AND THEIR APPURTENANCES, AND THE RIGHT TO CONSTRUCT, MAINTAIN AND REPLACE SUCH UTILITIES AND THEIR APPURTENANCES UNDER, ON, OVER THE STRIPS OF LAND DESIGNATED "PUBLIC UTILITIES EASEMENT" (P.U.E.) ON SAID MAP, ON WHICH NO PERMANENT STRUCTURES OR IMPROVEMENTS MAY BE PLACED BY PROPERTY OWNERS;

AND THE UNDERSIGNED DO HEREBY ESTABLISH (DECLARE) “.... EASEMENT (S)” FOR THE BENEFIT OF PARCELS (LOTS) #...;

IN WITNESS WHEREOF, WE HAVE CAUSED THIS STATEMENT TO BE EXECUTED THIS _____ DAY OF _____, 200__.

BY: _____

SURVEYOR'S/ENGINEER'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION (AND WAS COMPLIED FROM RECORD DATA) (AND IS BASED UPON A FIELD SURVEY) IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF (NAME OF PERSON AUTHORIZING MAP) ON _____, 200__. I HEREBY STATE THAT THIS MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY.

(SIGNED AND SEALED) _____

R.C.E. (OR L.S.) NO. _____

EXPIRATION DATE _____

CITY ENGINEER'S STATEMENT -

THIS MAP CONFORMS WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE.

DATE

(enter name of City Engineer), R.C.E. No.

CERTIFICATE OF CITY SURVEYOR -

I, _____, CITY SURVEYOR FOR THE CITY OF ALAMEDA, STATE OF CALIFORNIA, DO HEREBY CERTIFY THAT I HAVE EXAMINED THE HEREIN EMBODIED PARCEL MAP ENTITLED "PARCEL MAP No.____, ALAMEDA, CALIFORNIA", AND FOUND THE PARCEL MAP TO BE TECHNICALLY CORRECT.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS ____THE DAY OF _____, 200__.

CITY SURVEYOR OF THE CITY OF ALAMEDA

RECORDER'S STATEMENT -

FILED THIS _____ DAY OF _____, 200__, AT _____ P.M. IN BOOK _____ OF PARCEL MAPS,
AT PAGES _____ AT THE REQUEST OF _____.

SERIES NO. _____

PATRICK O'CONNELL
COUNTY RECORDER IN AND FOR THE
COUNTY OF ALAMEDA, STATE OF CALIFORNIA

FEE: _____ BY: _____
DEPUTY COUNTY RECORDER

CERTIFICATE OF THE CLERK OF THE BOARD OF SUPERVISORS

STATE OF CALIFORNIA)
 SS
COUNTY OF ALAMEDA)

I, CRYSTAL K. HISHIDA (*contact 510-272-6362 for latest clerk name update*), CLERK OF THE BOARD
OF SUPERVISOR'S OF THE COUNTY OF ALAMEDA, STATE OF CALIFORNIA, HEREBY CERTIFY
AS CHECKED BELOW THAT:

- [] AN APPROVED BOND HAS BEEN FILED WITH THE BOARD OF SUPERVISORS OF THE SAID
COUNTY AND STATE IN THE AMOUNT OF \$_____, CONDITIONED FOR THE PAYMENT OF
TAXES AND SPECIAL ASSESSMENTS, COLLECTED AS TAXES WHICH ARE NOW A LIEN
AGAINST THE LAND EMBRACED WITHIN THE EXTERIOR BOUNDARY LINES UPON THE
HEREIN EMBODIED FINAL MAP OR ANY PART THEREOF, BUT NOT YET PAYABLE, AND
WAS DULY APPROVED BY SAID BOARD IN SAID AMOUNT.
- [] ALL TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES HAVE BEEN PAID, AS
CERTIFIED BY THE TREASURER-TAX COLLECTOR OF THE COUNTY OF ALAMEDA.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS _____ DAY OF _____,
200__.

CLERK OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF ALAMEDA, STATE
OF CALIFORNIA

The following statement shall be added to the parcel map when easements or dedications are being offered to the City:

CITY CLERK'S STATEMENT

I, LARA WEISIGER, CITY CLERK AND CLERK OF THE COUNCIL OF THE CITY OF ALAMEDA, COUNTY OF ALAMEDA, DO HEREBY CERTIFY THAT SAID COUNCIL DID, AT A REGULAR MEETING THEREOF HELD ON THE _____ DAY OF _____, BY RESOLUTION NO. _____, ACCEPT ON BEHALF OF THE PUBLIC ALL EASEMENTS OFFERED FOR DEDICATION TO THE PUBLIC FOR USE IN CONFORMITY WITH THE TERMS OF THE OFFERS OF DEDICATION.

** Add paragraph (see insert below) if applicable **

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS _____ DAY OF _____, 200__.

LARA WEISIGER, CITY CLERK AND
CLERK OF THE COUNCIL OF THE
CITY OF ALAMEDA, COUNTY OF
ALAMEDA, STATE OF CALIFORNIA

Insert: [Add the following additional paragraph if existing public street(s) or public easement(s) are to be abandoned]

IN ACCORDANCE WITH "SECTION 66445(j) OF THE SUBDIVISION MAP ACT, NOTICE IS HEREBY GIVEN THAT THE EXISTING "[add description of easement to be abandoned]" RECORDED IN SERIES "add recording data or other official record", WITHIN THE BORDERS OF THIS MAP IS HEREBY ABANDONED. [Specify other easements if more than one]

PUBLIC WORKS DEPARTMENT REVIEW COSTS SUPPLEMENTAL ATTACHMENT

The purpose of this letter is to inform you of impending costs and charges by the Public Works Department. The filing fee that was paid to the Central Permit Office at the time of permit application did not cover costs associated with that of the Public Works Department after the Tentative Parcel Map has been approved by the City Council. If the Tentative Parcel Map is approved by the City Council and you elect to proceed it will be necessary to prepare a Final Parcel Map. There will be future charges that will include the review and checking of the Final Parcel Map, and (site improvement, landscaping plans and engineering associated with the construction, if applicable). The latter engineering includes inspection, survey checks and engineering associated with changes in plans.

It will be necessary that the City review and check the Final Parcel Map to see that it meets the requirements of the City of Alameda Planning Board and City Council Resolutions in each and every detail before the map can be submitted to the City Council. We have found through experience that it requires from two to three submittals by the applicant's surveyor (engineer) before all of the "bugs" are eliminated from the map. Each of the reviews and checks requires time by City personnel which is done at the applicant's expense. Our charges will include actual hours spent checking the work, plus the Public Works Department normal overhead. Additionally the map must be signed by the City's land surveyor, which in the past has ranged from \$1,200 to \$1,500 or more, depending upon the complexity. The applicant will be notified of the estimated City Surveyor's cost before proceeding with the Final Parcel Map review.

It will be necessary that the City Engineering staff review and check the improvement and landscape plans, if applicable, to see that they conform to City of Alameda ordinances, standards, and conditions of approval as conditioned in Planning Board and City Council Resolution. for the project. We have found through experience that it requires from two to three submittals by the applicant's engineer (architect) before all of the "bugs" are eliminated from the plans. Each of the reviews and checks requires time by City personnel which is done at the applicant's expense. Our charges will include actual hours spent checking the work, plus the Public Works Department normal overhead.

Further, if applicable, upon construction, there will be inspection charges by the Public Works Department personnel who will see that the work actually performed is done in accordance with the plans, City policy and City standards. These charges will be based on the actual time required for inspection and will vary considerably depending on the type of work involved, the scheduling of the work by the Contractor and the quality of the work.

It is hoped that the above gives you, the applicant, some idea of the coming costs involved and that with your cooperation and that of the surveyor (engineer), these costs can be kept to a minimum.